



MEMORANDUM OFFICE OF THE COUNTY MANAGER

TO: Honorable Alex Penelas, Mayor
Honorable Chairperson Barbara Carey- Shuler,
Ed.D. and Members, Board of County
Commissioners

DATE: July 9, 2004

FROM: George M. Burgess
County Manager

SUBJECT: **Appointment of Director
Department of Solid Waste
Management**

I am pleased to report to you that I have appointed Mrs. Kathleen Woods-Richardson to the position of Director of the Department of Solid Waste Management effective August 9, 2004.

As outlined in my memorandum appointing Joe Ruiz as Assistant County Manager, I charged Joe, in part, with ensuring the timely recruitment of a new Solid Waste Director. With Kathleen's return to Miami-Dade County, this important goal has been met.

I am confident that Kathleen has the requisite skills to address the numerous complex issues facing our solid waste operation so critical to our community. She is enthusiastic and has a deep passion for the solid waste industry. Her leadership and interpersonal skills will be a strong asset as she leads this organization in a vital and highly dynamic public/private solid waste environment.

In addition to the overall direction of the Department, I have directed Kathleen to work with my Office toward identifying and implementing operational efficiencies. She is also charged with continuing the analysis of our disposal capacity needs and the thorough review of the financial strength of the Department's ability to deliver on our commitment to our residents.

Mrs. Woods-Richardson currently holds the position of Director for the City of Miami's Department of Solid Waste. In this capacity she is responsible for the direct management and oversight of all departmental activities including; planning and operating garbage collection, trash collection, recycling, street sweeping and composting services to approximately 70,000 households. She is also charged with managing the provision of residential garbage collection performed twice a week and trash collection and recycling performed once a week. Mrs. Woods-Richardson administers the franchise agreements with private commercial haulers to provide solid waste collection and disposal services to commercial establishments and multi-family residents with four or more units. As the Director, she is intimately involved in the supervision of individuals engaged in the preparation of cost and operational reports and budget estimates for review and approval by appropriate City authorities. Kathleen directly manages the development of the departmental budget and attends meetings representing the City on matters concerning solid waste issues.

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Prior to her appointment with the City of Miami, Kathleen served for over 22 years with Miami-Dade County including 14 years with the Department of Solid Waste Management. Most recently she served for six years as the Assistant Director for Collections Operations responsible for the core mission of the Department. Her duties as an Assistant Director included the overall technical management and direction for all garbage and trash collection operations for 300,000+ households in unincorporated Miami-Dade County, 5,000+ commercial accounts, multi-family units, County agencies and municipalities under contract with the County. She was charged with managing operations for twice-a-week garbage pickups, scheduled bulky waste trash services, cleanup of illegally dumped trash, roadway litter program, in-house recycling of white goods and tires, all fleet and service routing activities, handicap service accounts, and resolution of service complaints. In this capacity she also supervised three operational facilities, 13 strategically located neighborhood Trash & Recycling Centers, and over 700 employees with an \$80 million annual budget to ensure coordination of resources and maintain adequate service levels. During her 14 years in the Department she held several progressively responsible positions and experienced many accomplishments.

Kathleen holds a Bachelor of Public Administration from Florida International University and an Associate Arts Degree in Business Administration from Miami-Dade Community College. Her Resume is attached for your information.

Please join me in welcoming Kathleen back to the Miami-Dade County family.

c: Honorable Bennett Brummer, Public Defender
 Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
 Honorable Katherine Fernandez-Rundle, State Attorney
 Honorable Harvey Ruvin, Clerk, Circuit and County Courts
 Robert A. Ginsburg, County Attorney
 Marvin O'Quinn, President, Public Health Trust
 Robert Meyers, Executive Director, Commission on Ethics and Public Trust
 Christopher Mazzella, Inspector general
 Assistant County Managers
 Department Directors

Attachment